

EFFECTIVE

June 1, 2020.

Subject(s)**ASM 105, Eligibility Criteria**

Independent Living Services is now Home Help

Adult services specialists are now adult services workers.

Medicaid Personal Care Option

When processing a payment for a client using the Personal Care Option, it is important to remember to enter the deductible amount on the payment detail screen when authorizing the payment in MiAIMS, so that the deductible amount is subtracted from the Home Help payment.

ASM 110, Referral Process

Minor terminology changes.

ASM 115, Adult Services Requirements

Added clarification on referral, application, and case opening dates.

Clarified the definition of an approved medical provider allowed to sign a DHS-54A, Medical Needs form.

ASM 120, Adult Services Comprehensive Assessment***Time and Task***

MiAIMS includes a client functional assessment based on the ASW's assessment of the client's needs. MiAIMS also has a provider time and task based on the client's choice of activities and frequency to be performed by their chosen provider. The client functional assessment may be different from the provider time and task due to client choice or provider availability. The client functional assessment indicates the maximum approved time based on the client's assessed need. Upon client request, the provider authorization may exceed the provider time and task, but may not exceed the client functional assessment. The ASW should document the reason for the variance from the provider time and task in the payment rationale box in MiAIMS.

ASM 135, Home Help Caregivers

Home Help services can be paid on the date of discharge from a hospital.

The policy references for use of LEIN in adult services programs are SRM 700 and SRM 701.

Updated the fax number for the MDHHS Provider Enrollment unit, which used when caregivers need to update their primary pay to address:

MDHHS Provider Enrollment Unit
P.O. Box 30437
Lansing, MI 48909
Email: MSA-HomeHelpProviders@michigan.gov.
Fax: 517-241-4160

The MSA-4676, Home Help Services Statement of Employment, is now the MSA-4676, Home Help Services Agreement.

An MSA-4676 must be signed by each individual caregiver/agency provider who renders service to a client. ASWs should not create a payment authorization for a new case opening or change in provider until receipt of the signed MSA-4676. However, the signature date on the MSA-4676 does not impact the case opening date or the start date of the payment authorization.

Forward requests received by the local office for verification of individual caregiver income or employment to MDHHS Provider Support Services at 1-800-979-4662. Income verification forms can be sent directly to the Medicaid Payments Unit via fax at 1-517-763-0160, or emailed to MDHHS-Medicaid-Payments-Unit@michigan.gov.

ASM 136, Agency Providers

The MSA-4676, Home Help Services Statement of Employment, is now the MSA-4676, Home Help Services Agreement.

The Home Help client **and** agency provider **must** sign the MSA-4676, Home Help Services Agreement, **before** payments are authorized. ASWs should not create a payment authorization for a new case opening or change in provider until receipt of the signed MSA-4676. However, the signature date on the MSA-4676 does not

impact the case opening date or the start date of the payment authorization.

New contact information for the Home Help Policy Section:

MDHHS Home Help Unit
Capitol Commons Center, 5th Floor
400 S. Pine St.
Lansing, MI 48933
Email: MDHHS-MSA-HHProviderReporting@Michigan.gov
Fax: 1-517-241-0067

Michigan Administrative Hearing System (MAHS) is now Michigan Office of Administrative Hearings and Rules (MOAHR).

ASM 140, Payment Authorizations

Overview section added to this item.

Effective 10/1/19, payments to agency providers can only be made after the MSA-1904, Home Help Agency Invoice, is received.

Supervisor approval for single-party checks paid to agency providers is not required.

ASM 145, Federal Insurance Contributions Act (FICA)

Minor terminology changes.

ASM 150, Notification of Eligibility Determination

Minor terminology changes.

ASM 160, Warrants

Adult services specialists are now adult services workers.

The Medicaid Payments Unit is now Accounts Payable.

Updated contact information for the Home Help Unit:

MDHHS Home Help Unit
Capitol Commons Center, 5th Floor
400 S. Pine St.
Lansing, MI 48933
Email: MDHHS-MSA-HHProviderReporting@Michigan.gov
Fax: 1-517-241-0067

Updated fax number for the MDHHS Provider Enrollment Unit:

MDHHS Provider Enrollment Unit
P. O. Box 30437
Lansing, MI 48909
Email: MSA-HomeHelpProviders@michigan.gov
Fax to 1-517-241-4160

Updated the ASW and LOD responsibilities and distribution address for Treasury form 1354 for Stolen/Forged warrants.

Reason: Policy update.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

[ASM 105](#)

[ASM 110](#)

[ASM 115](#)

[ASM 120](#)

[ASM 135](#)

[ASM 136](#)

[ASM 140](#)

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